

# CONTRACTOR'S SOLID WASTE TRACKING SHEET (SWTS)

(FOR ALL DISCARDED ITEMS DESIGNATED BY THE GOVERNMENT AS **NOT HAZARDOUS WASTE (HW)**, PCB, OR ASBESTOS)

Ref: NAVSHIPYDPUGETINST P5090.11C

## SECTION I

### CONTRACT NUMBER / TITLE

(Contractor completes SECTIONS I - IV)

Number: \_\_\_\_\_ Title: \_\_\_\_\_

Government Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
(Enter the name and phone number of the  
Government POC monitoring this contract)

Serial Number: \_\_\_\_\_

Load Number: \_\_\_\_\_

(Leave blank until copies of  
original have been made.)

## SECTION II

### WASTE ID

(The numbers shown in bold italics correspond to the blocks on the Waste Information Sheet.)

Waste Information Sheet (WIS) Serial Number: \_\_\_\_\_

Waste Stream Number (WSN) [25]: \_\_\_\_\_

Waste Description [6]: \_\_\_\_\_

Directed Disposition [30]: (Check applicable box)

☐ Landfill-Controlled Enter WDA % % % Waste Disposal Application # \_\_\_\_\_

☐ Recycle ☐ Reutilize (Reuse) ☐ Trash ☐ Other \_\_\_\_\_

Attach weight ticket here

When scales are not available  
at place of delivery, enter  
number of cubic yards.

This number will be used by  
**you** to calculate weight for the  
summary.

## SECTION III

### FINAL DESTINATION

(Obtain from **WIS block [17]** and your approved Environmental Plan--refer to Spec. Section 01575.)

Permit Type and Number: (if applicable) \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Owner: \_\_\_\_\_

Facility Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
(Physical address only)

## SECTION IV

### FINAL DISPOSITION

(To be completed by the Contractor)

Waste will be taken to the Section III address to be: ☐ REUTILIZED ☐ RECYCLED ☐ DISPOSED

(Check applicable disposition above)

**STOP!!!**

Make enough copies of this original to match the estimated number of loads to be transported. Number the first copy "01." If there will only be one load, use this original instead of a copy. **DO NOT USE THIS FORM FOR waste designated as ASBESTOS, PCB, or HW.**

## SECTION V

### CONTRACTOR VERIFICATION

(To be completed by the Contractor)

I hereby verify that the contents in this: ☐ CONTAINER ☐ TRUCK ☐ ROLL-OFF BOX ☐ OTHER \_\_\_\_\_  
(Check applicable description above)

have been inspected by me and are as described in Section II and the WIS. No additional waste has been added.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION VI

### TRANSPORTER VERIFICATION

(To be completed by the Driver of the transport vehicle)

I hereby verify the following:

- No material or waste was added or removed after loading and verification signature at the work site, and
- I delivered the load contents as stated to the address stated in Section III.

Transporter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION VII

### RECEIVER SITE VERIFICATION

(To be completed by Receiver)

I hereby verify I received the load contents as described in Section II at the address stated in Section III.  
(Note: Approved receiver sites for soil reuse are sometimes unattended. In this case, Transporter completes.)

Receiver's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ALL INFORMATION AND SIGNATURES MUST BE LEGIBLE.

This form shall be completed for **each load**. See reverse side for explanation of disposition descriptions and form instructions. The data will be compiled and summarized by the Contractor on the **CONTRACTOR'S MONTHLY PROJECT WASTE SUMMARY REPORT, PSNS 5090/113.**

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(FOR ALL DISCARDED ITEMS DESIGNATED BY THE GOVERNMENT AS NOT HAZARDOUS WASTE (HW), PCB, OR ASBESTOS)

## DISPOSITION DESCRIPTION

**NOTE:** All discarded items require designation. This form cannot be completed until a Waste Information Sheet (WIS) has been completed by the Contractor and approved by Shipyard **Shop 90HM**.  
Exceptions: sanitary wastes and organic decaying debris.

### "Reutilize"

Items which contractually belong to the Contractor may be removed by the Contractor to his place of business, or may be offered to the Government for reutilization (reuse). Examples: Kitchen and lavatory items, concrete barriers.

**NOTE:** Although soil does not belong to the Contractor, there is a potential for reuse of soil off-site **IF:**  
Upon completion of waste designation by the Government, the WIS states that potential, AND  
The Contractor obtains approval of the receiving county's Health District Officials.

### "Recycle"

Take to a facility (or broker) where there is a process to remanufacture the discarded item into another usable item.  
Examples: Cardboard/paper, asphalt, wood, concrete.

### "Landfill-Controlled"

Landfills are required to have a process in place to screen the waste they receive. A "Landfill-Controlled" waste is any waste for which the receiving facility requires a landfill disposal application to ensure the waste is screened in a way that meets the requirements of their operating permit. Examples: Soil, painted wood waste. **If you check this category, enter the Waste Disposal Application (WDA) number on the line provided to the right of the "Landfill-Controlled" category box.**

### "Trash" or "Non-Hazardous to Trash"

Discarded items which:

- Have **not** been designated as "Hazardous Waste (HW)," "PCB," or "Asbestos;"
- Do not require a Waste Disposal Application; and
- Are unable to be recycled.

## INSTRUCTIONS

**CONTRACTOR:** With the exception of the "Load Number" block, fill out Sections I - IV. This will be the base form for all loads of this designated waste stream. Next, estimate the number of loads it will take to remove the waste, and make the same amount of copies of the semi-completed form as the load estimate. Contractor will then assign load numbers in the "Load Number" block for the purpose of tracking each load of waste to its final destination. Number each page consecutively, beginning with the number "01" -- refer to **"Sample Scenario."** If there will be only one load of this waste stream on the project, use the original instead of making copies. Each time a load of waste is put into the transport vehicle, the Contractor verifies the waste and completes Section V.

**TRANSPORTER:** Complete Section VI. Obtain a load weight ticket. If no one is present at the receiving site, complete Section VII.

**RECEIVER:** Complete Section VII, provide weight ticket, and return signed SWTS to Transporter. If scales are not available, enter number of cubic yards of the load on the line provided for the weight ticket.

**TRANSPORTER:** Attach the load weight ticket to the SWTS. Return SWTS and weight ticket to Contractor.

**CONTRACTOR:** If the receiving facility did not provide a weight ticket, ensure the number of cubic yards has been recorded on the line provided. Retain SWTS until the end of that calendar month for compilation into the **Contractor's Monthly Project Waste Summary Report (CMPWSR)**, PSNS 5090/113. Submit all SWTS and the CMPWSR forms in a package to your Government POC.

**Sample Scenario:** XYZ Co. estimated 1000 cubic yards of soil, which had been designated by **Shop 90HM** as "Landfill-Controlled" waste, would be removed during an excavation project. After completing the Waste Disposal Application and receiving Government approval, XYZ Co. obtained a serialized SWTS (from his Government POC), identified the project, transferred the required information from WIS #54321 to SWTS #12345, entered the Government-approved facility location the soil would be taken to, and checked "disposed" as its final disposition. XYZ Co. then estimated 50 loads would remove all of the soil; therefore, he made 50 copies of the SWTS #12345 original. XYZ Co. assigned each SWTS copy a number, beginning with Load "#01" and ending with "#50." He gave "SWTS #12345, Load #01" to the driver of the first load, "SWTS #12345, Load #02" to the driver of the second load, etc. Before each load left the work site, XYZ Co. verified that the waste in this load was indeed the waste described in Section II. Each transporter verified that they delivered only that specified waste to the approved facility. The receiver at the facility acknowledged receipt of the load, and provided the transporter with the load weight ticket. The driver submitted the weight ticket and the completed SWTS to XYZ Co. Monthly, XYZ Co. submitted all completed SWTSs documentation for the prior month, and a completed CMPWSR summarizing the data.

XYZ Co. **had also** obtained trash services from a solid waste hauler, and was given a 6-cubic yard box to accumulate it in. XYZ Co. originated approximately two cubic yards of trash that was picked up weekly, compacted into a standard trash truck, and disposed at the local landfill. XYZ Co. added up the number of cubic yards **removed**, calculated the weight, and placed the total amount on the CMPWSR.